



COMMONWEALTH of VIRGINIA

Whittington W. Clement
Secretary of Transportation

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November 14, 2003

MEMORANDUM

TO: I-81 PPTA Advisory Panel

FROM: Pierce R. Homer *PH*
Deputy Secretary of Transportation

RE: Public Participation Guidelines

Several panel members have asked about public participation in the I-81PPTA process. Historically, these advisory panels have addressed fairly narrow procurement issues, have primarily consisted of executive branch employees, and have held their meetings in private.

By contrast, the I-81 PPTA Advisory Panel has been asked to address major economic, community, and mobility issues; the panel includes four members of the Commonwealth Transportation Board; and the panel meetings are open to the public.

Given the breadth of these issues, the Governor's commitment to open and honest government, and the appointment of four members of the Commonwealth Transportation Board (CTB), it is appropriate that the Advisory Panel be governed by the public comment guidelines adopted by the CTB and by the Virginia Open Meetings Act. With your concurrence, I plan to implement the following public participation guidelines:

- The panel encourages and seeks formal local government comments consistent with current PPTA guidelines.
- The panel encourages and seeks written comments from all interested parties. These written comments will be made available to the panel and the general public and will be accepted by the panel until the conclusion of the advisory panel process.
- The panel will receive work-session style briefings from proposers, staff, and consultants. Consistent with CTB practice, the panel will not receive public comment prior to these work-session meetings.
- The panel will seek and encourage public comment consistent with CTB guidelines prior to any final actions, decisions, or recommendations. In practice, this means that the panel will hold a public meeting to receive verbal comments prior to formulating a final

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I hope these clarifications will improve the PPTA Advisory Panel process and result in better recommendations to the Commissioner and the Secretary.

PRH:es

Copy: The Honorable Whittington W. Clement
Mr. Philip A. Shucet
Ms. Karen J. Rae
Richard L. Walton, Esquire